

INDIANA COLLECTION  
GOVERNMENT  
RECORDS

GUIDE FOR  
PRESERVATION AND DESTRUCTION  
OF PUBLIC RECORDS

LAKE COUNTY PUBLIC LIBRARY  
REFERENCE SERVICES

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Governor

Prepared By  
Indiana State Commission on Public Records  
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## FOREWORD

This pamphlet has been prepared and published as a guide to public officials in the preservation and destruction of public records.

The preservation and storage of public records has long been one of the most serious problems facing public officials. This was recognized by the General Assembly of the State of Indiana in passing the first law on this subject in 1935, with respect to records of state agencies, followed by the enactment of a law in 1939 with respect to records of local governmental agencies.

While these two laws have resulted in freeing much valuable office and storage space for current records and those records required to be preserved, it is apparent that the following conditions currently exist: (1) some county commissions are not active, resulting in unnecessary storage problems or the destruction of records without the commission's approval; (2) the destruction of valuable records, including those of historical value, or the destruction of records which should be retained for longer than the minimum three-year period; (3) the lack of use of microfilm for preserving valuable records; and (4) the failure to keep a public record of the actions of the county commission.

This pamphlet has been prepared in an effort to correct the foregoing conditions and to assist public officials in discharging their statutory duties. It will be found to contain provisions of existing laws on this subject, as well as a suggested uniform procedure to be followed in submitting requests and in recording the action taken by the commission. We urge all commission members and public officials to carefully study its contents and, to the extent possible, comply with the suggested procedure in the future disposition of public records.

We gratefully acknowledge the assistance given by the offices of Attorney General of Indiana, the State Board of Accounts, the Indiana State Library and the Indiana Historical Bureau in assembling the material and preparing this pamphlet for publication.

The pamphlet is issued as a public document to be preserved and given to your successor in office. Copies may be obtained by writing the Secretary, State Commission on Public Records, 140 North Senate Avenue, Indianapolis, Indiana 46204.

STATE COMMISSION ON PUBLIC RECORDS

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## PART I

### PRESERVATION AND DESTRUCTION OF PUBLIC RECORDS

#### **General Statutory Requirements**

The following statutes control the preservation and destruction of all public records :

State Commission on Public Records – Acts 1935, Chapter 219;  
*Burns Indiana Statutes*, Sections 57 - 401 et seq.

County Commission of Public Records – Acts 1939, Chapter 91,  
as amended; *Burns Indiana Statutes*, Sections 57 - 501 et seq.

These statutes are set out in Parts II and III and must be carefully observed by all public officials.

Before any public records can be destroyed, the Commission of Public Records must give permission in writing for such destruction.

The term "public records" means any written or printed book or paper or document or map, and in or on which any entry has been made, or is required to be made by law, or which an officer or employee has received for filing.

Records may be destroyed, but only after approval by the Commission of Public Records, subject to the following conditions and limitations:

1. No records shall be destroyed until a period of at least three years shall have elapsed from the time when they were originally filed.
2. No records shall be destroyed within a period of three years if the law provides that they shall be kept for a longer period of time or if the law prohibits their destruction.
3. No financial records or record relating thereto shall be destroyed until the audit of such records by the State Board of Accounts has been completed, report filed and any exceptions set out in such report satisfied.
4. State records having historical value shall be transferred to the State Library.
5. A copy of any order to destroy *local records* shall be delivered to the Director, Indiana State Library, and shall be made available for 60 days to any active historical society of the county or the Indiana State Library, subject to the provisions enumerated in *Burns* 57 - 507.

#### **Microfilming**

The use of microfilming is recommended as a solution to one of the major problems of most governmental units in preserving the contents of old or inactive records of value.

The following is quoted from Acts 1947, Chapter 195, Burns Indiana Statutes, Section 57-301 :

Any officer, office, court, commission, board, institution, department, agent or employee of the state, county, or any political subdivision being charged with the duty or authorized or required by law to record, preserve, keep, maintain or file any record, document, plat, paper or instrument-in-writing, may, whenever any such officer, office, court, commission, board, institution, department, agent, or employee of the state, county, or any political subdivision shall deem it necessary, for the purpose of recording or copying same; preserving and protecting same, reducing space required for storage or filing of same, or any similar purpose, have or cause to have any or all such records recorded, copied or reproduced by any photostatic, photographic or miniature photographic process which correctly and accurately copies or reproduces, or forms a medium of copying or reproducing the original record, document, plat, paper or instrument-in-writing. When so copied or reproduced to reduce space required for storage or filing such records, *the original filing record may be destroyed or otherwise disposed of, provided, however, that no such original filing records shall be destroyed or otherwise disposed of unless nor until the time for filing legal proceedings based on such instruments shall have elapsed, and provided, further, that final decision as to the destruction or other disposition of such records shall rest with the commission on public records as to state records and with the commission of public records of the respective county as to records of counties and other local units of government.* Such copies or reproductions shall have the same force and effect at law as the original record, and may be offered in like manner and shall be received as evidence in any court where such original record could have been so introduced, provided such copies or reproductions are properly certified as to authenticity and accuracy by a duly constituted official custodian of such records (italics added).

### **Records of Historical Value**

One of the duties imposed upon the state and county commissions on public records is to determine what records have historical value and should be preserved. This is a matter that is difficult to determine because of the great variety of public records but, to a large extent, depends upon the age and the value of such records to historians and others desiring access to the information contained therein.

To assist commissions and public officials in this connection the Archives Division of the Indiana State Library has furnished certain guidelines to be observed and has classified such records into two classes: (1) those having such historical value as to require that the



*complete records* be preserved; and (2) those having such historical value as to require only that a *specific document* or a *sample* be preserved. The following are examples of each class of records:

*Complete Records*

Minutes of boards and commissions.

Ordinance records.

Rules and regulations.

Agency publications.

Annual reports.

All 19th century records, and particularly birth and death records, tax duplicates, assessments rolls, voters' lists and similar records containing names of persons.

All records of any agency or governmental unit which has been abolished.

*Specific Records or Sample*

Correspondence and memoranda of particular importance with respect to policy or the agency's function; letters from the President of the United States, the Governor, or any prominent national or state figure; letters on other important matters.

Samples of routine documents (checks, ledgers, vouchers, etc.) selected periodically to give a picture of changing agency procedures.

Any record deemed to have future historical value, even though of comparatively recent date.

The foregoing are merely examples; the list does not include deed and mortgage records, will records and similar legal records, since these are usually preserved permanently by the responsible official; however, all records of this type are valuable to historians, even though preserved on microfilm.

If in doubt about the historical significance of any particular records, consult the Archives Division, Indiana State Library. That division will also review and cull correspondence for items of historical value.

## PART II

### STATE COMMISSION ON PUBLIC RECORDS

The following sections are quoted from Acts 1935, Chapter 219, *Burns' Indiana Statutes*, Sections 57-401 et seq., governing the State Commission on Public Records and the disposition of public records by state agencies.

**Commission Created - Members.** - A commission is hereby created in the executive department of the state government which shall be known as the commission on public records. The commission on public records shall consist, *ex officio*, of the governor, the secretary of state, the state examiner of the state board of accounts, the director of the state library and the director of the historical bureau. The commission shall elect one (1) of its members to be chairman. The director of the state library shall be the secretary. The members of the commission shall serve without compensation and shall receive no reimbursement for any expenses which they may incur. (Section 1; *Burns' 57-401*)

**Duties of Commission.** - It shall be the duty of the commission on public records to determine:

(a) What public records, if any, are no longer of official or historical value.

(b) What public records are of current official value and should be retained in the office where they are required to be filed.

(c) What public records are of official value but are consulted and used so infrequently that they are no longer of appreciable value to the officer with whom they are required to be filed.

(d) What public records are of no apparent official value but which do have a historical value. (Section 2; *Burns' 57-402*)

**Records of No Value - Disposition of - Exception.** - All public records which, in the judgment of the commission, have no official or historical value, and which occupy space to no purpose in the offices and store rooms of the state, shall be destroyed or otherwise disposed of. No such records shall be destroyed until a period of at least three (3) years shall have elapsed from the time when they were originally filed, and no public record shall be destroyed within a period of three (3) years if the law provides that they shall be kept for a longer period of time, or if the law prohibits their destruction. (Section 3; *Burns' 57-403*)

**Removal of Records from Any Office.** - No records shall be removed from any office until a period of at least three (3) years shall have elapsed from the date on which such records were filed, nor even after that time if such records are in frequent use by the officer having charge of such office. (Section 4; *Burns' 57-404*)

**Records Infrequently Used Having Official Value - Removal.** - Public records having an official value but which are used infrequently by the officer with whom they are filed shall, on order of the commission, be removed to the state library and added to its archives. (Section 5; *Burns' 57-405*)



**Records Having No Official Value But Historical Value – Transfer. –**

Public records having no apparent official value, but having a historical value shall be transferred to and shall constitute a part of the collection of the state library. (Section 6; *Burns'* 57 - 406)

**Records Ordered Destroyed, Removed, or Transferred – Procedure. –**

When any public records are ordered to be destroyed, removed or transferred, the commission shall enter an order to that effect on its minutes, the date on which such order is entered and a general description of the public records which it orders to be destroyed, removed or transferred. (Section 7; *Burns'* 57 - 407)

**Public Officials – Unlawful Acts. –** It shall be unlawful for any public official or person to destroy any public record unless and until the commission shall have given its approval in writing that such public record may be destroyed and until the commission shall have entered its approval on its own minutes. (Section 8; *Burns'* 57 - 408)

**“Public Records” Defined. –**The term “public records” as used in this act means any written or printed book or paper or document or map or drawing which is the property of the state, not including any county, city, town, school corporation, or political subdivision thereof, and in or on which any entry has been made or is required to be made by law, or which any officer or employee of the state has received or is required to receive for filing. (Section 9; *Burns'* 57 - 409)

**Penalty for Violation of Act. –**Whoever shall violate any of the provisions of this act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500). (Section 10; *Burns'* 57 - 410)



### PART III

#### COUNTY COMMISSION OF PUBLIC RECORDS

The following sections are quoted from Acts 1939, Chapter 91, as amended, *Burns Indiana Statutes*, Sections 57-501 et seq., governing the county commission of public records and the disposition of public records by officers and employees of local governmental agencies.

**Commission Created - Members.** - A commission is hereby created in each county of the state which shall be known as the county commission of public records of ---- county. The county commission of public records shall consist, ex officio, of the judge of the circuit court, the president of the board of county commissioners, the county auditor, the clerk of the circuit court, the superintendent of schools of the school district in which the county seat city is located and the city controller of the county seat city, and if there be no such city controller, then the clerk-treasurer of such county seat city or town shall be a member of such commission. The commission shall elect one of its members to be chairman and the clerk of the circuit court shall be secretary. The members of the commission shall serve without compensation and shall receive no reimbursement for any expense. (Section 1; *Burns*\* 57-501)

**Duties of Commission.**-It shall be the duty of the commission on public records to determine:

(a) What public records, if any, are no longer of official or historical value.

(b) What public records are of current official value and should be retained in the office where they are required to be filed.

(c) What public records are of official value but are consulted and used so infrequently that they are no longer of appreciable value to the officer with whom they are required to be filed.

(d) What public records are of no apparent official value but which do have a historical value. (Section 2; *Burns*\* 57-502)

**Destruction of Public Records.**-All public records which, in the judgment of the commission, have no official or historical value, and which occupy space to no purpose in the offices and storerooms of the county, city, town, township, school corporation, library or other political subdivision of such county, shall be destroyed or otherwise disposed of. No such records shall be destroyed until a period of at least three (3) years shall have elapsed from the time when they were originally filed, and no public records shall be destroyed within a period of three (3) years if the law provides that they shall be kept for a longer period of time, or if the law prohibits their destruction. No financial records or records relating thereto, shall be destroyed until the audit of such records by the state board of accounts has been completed, report filed and any exceptions set out in such report satisfied. (Section 3; *Burns*\* 57-503)

**Removal of Records – Limitation.** – No records shall be removed from any office until a period of at least three (3) years shall have elapsed from the date on which such records were filed, nor even after that time if such records are in frequent use by the officer having charge of such office. (Section 4; *Burns*\* 57 - 504)

**Records Infrequently Used– Removal to State Library.**– Public records having an official value but which are used infrequently by the officer with whom they are filed shall, on order of the commission, be removed to the state library and added to its archives. (Section 5; *Burns*\* 57 - 505)

**Records of Historical Value– Removal to State Library.**– Public records having no apparent official value, but having a historical value shall be transferred to and shall constitute a part of the collection of the state library. (Section 6; *Burns*\* 57 - 506)

**Records Destroyed– Duties of Commission– Notice to Historical Societies.**–When any public records are ordered to be destroyed, removed or transferred, the commission shall enter an order to that effect on its minutes, the date on which order is entered and a general description of the public records which it orders to be destroyed, removed or transferred: Provided, That a copy of any order to destroy public records shall be delivered to the director, Indiana state library, and shall be made available to any active historical society of the county no later than sixty (60) days before the destruction date accompanied by a written statement that any of the foregoing may procure at its expense such records for its own purposes subject to the following provisions:

1. Historical societies of the county which have an active organization shall have priority in the procuring of the public records.

2. If there are more than one historical society of the county with an active organization the earliest established historical society shall have priority in the procuring of the public records.

3. In order to procure all or part of the public records included in the order, a historical society must offer to the commission, sufficient proof of ability to properly preserve the records in question, or the commission may deny such records to the historical society and give priority to the director, Indiana state library.

4. If within thirty (30) days of the delivery of the destruction order to the historical society or societies, the society or societies have not notified the commission of an intent to procure all or part of the records included in the order, the director, Indiana state library, may upon request procure at its expense such records for its own purposes within the remaining time in the sixty (60) day period. (Section 7; *Burns*\* 57 - 507)

**Destruction without Approval of Commission Unlawful– Entry.**– It shall be unlawful for any public official or person to destroy any public record unless and until the commission shall have given its approval in writing that such public records may be destroyed and until the commission shall have entered its approval on its own minutes. (Section 8; *Burns*\* 57 - 508)



**"Public Records" Defined.** — The term "public records" as used in this act means any written or printed book or paper or document or map or drawing which is the property of any county or of any city, town, township, school corporation, library or other political subdivision thereof, and in or on which any entry has been made or is required to be made by law, or which any officer or employee of the state has received or is required to receive for filing. (Section 9; *Burns'* 57-509)

**Violations a Misdemeanor — Penalty.** — Whoever shall violate any of the provisions of this act shall be deemed guilty of a misdemeanor and upon conviction thereof shall be fined in any sum not less than ten dollars (\$10.00) nor more than five hundred dollars (\$500). (Section 10; *Burns'* 57-510)

## PART IV

### RETENTION OR DESTRUCTION SCHEDULE OF PUBLIC RECORDS BASED ON INDIANA STATUTES OF LIMITATIONS

It will be noted from the provisions of the laws cited herein that no records shall be destroyed until they are at least three years of age and shall not be destroyed at that time if the law provides that they shall be kept for a longer period or if the law prohibits their destruction. With these provisions in mind and because of the importance of retaining those records required to substantiate financial operations or other actions affecting the governmental agency, it appears essential that consideration be given to the various statutes of limitations on legal actions.

As an example of the need to retain records for a period longer than three years, attention is directed to the provisions of *Burns' Indiana Statutes*, Section 2-601. Under this statute there is a limitation of six years on open accounts, during which time action may be taken to enforce collection. It, therefore, appears important that claims, paid checks and similar documents supporting purchases be preserved for not less than six years, should it become necessary to prove payment of an account. Similar limitations will be found with respect to other transactions affecting governmental agencies.

Where the statutes of limitations have not been clearly defined regarding certain records the state commission on public records, acting on granted authority, has adopted a policy on retention. For example, the commission policy on the retention of state warrants, other than payroll, is 12 years.

Beginning on the following page is a list of subject matters covered by statutes of limitations, giving the citations in *Burns' Indiana Statutes*. This list should be consulted before submitting requests for destruction of any records falling under the statutes cited.

In addition to the records affected by statutes of limitations, there are other records of sufficient importance to require that they be preserved either in their original state or through the use of microfilm. Such records would include without limitation minute books of boards and commissions, ordinances, rules and regulations, abstracts of title and other documents affecting title to real estate owned, annual reports and similar records.

If a question arises as to the need to preserve a particular record because of its legal importance, it would be well to refer the matter to the local bar association and to the attorney representing the governmental unit.



RETENTION OR DESTRUCTION SCHEDULE OF PUBLIC RECORDS  
BASED ON INDIANA STATUTES OF LIMITATIONS

BURNS' CITATION	SUBJECT MATTER	LIMITATION IN YEARS
2-601	Limitation of actions for: Accounts and contracts not in writing. Use, rents, and profits of real property. Injuries to property other than personal property, damages for any detention thereof, and recovering possession of personal property. Relief against frauds.	6
2-602	Injuries to person or character, for injuries to personal property, and for a forfeiture of penalty given by statute.	2
	All actions against a sheriff, or other public officer, or against such officer and his sureties on a public bond, growing out of a liability incurred by doing an act in an official capacity, or by the omission of an official duty.	5
	An action against the officer or his legal representatives for money collected in an official capacity, and not paid over.	6
	The recovery of real property sold on execution, brought by the execution-debtor, his heirs, or any person claiming under him, by title acquired after the date of the judgment. (after the sale)	10
	The recovery of real property sold by executors, administrators, guardians or commissioners of a court, upon a judgment, specifically directing the sale of property sought to be recovered, brought by a party to the judgment, his heirs, or any person claiming a title under a party, acquired after the date of the judgment. (after the sale is confirmed)	5
	Promissory notes, bills of exchange and other written contracts for the payment of money hereafter executed.	10

	Contracts in writing other than those for the payment of money.	20
	All mortgages, (Except Chattels 51 - 501 to 51 - 521, now repealed) deeds of trust and judgments of courts of record and for the recovery of the possession of real estate.	10
2 - 614	Every judgment and decree of any court of record of the United States or of this or any other State.	20
2 - 620	Foreclosure of the lien of any assessment for streets, sewers, sidewalks, ditches and other public improvements.	5
	Where any such assessment shall be payable in installments, from the date of the final approval of such assessment as shown by the record creating and evidencing such lien.	15
2 - 621	The lien of all assessments for streets, sewers, sidewalks, ditches and other improvements, from the time due and payable.	5
	Where assessments are payable in installments, from the date of the approval of the record creating such lien.	15
2 - 623	The lien of all mortgages and vendor's liens upon real estate in this state, from the time the last installment becomes due.	20
2 - 2706	All final judgments for the recovery of money or costs in the circuit court and other courts of record of general original jurisdiction sitting in the State of Indiana, whether state or federal, from the time of entry and indexing.	10
2 - 3305	Writs of execution, as now used for the enforcement of judgments, from the date of entry of the judgment.	10
3 - 1411	Title to real estate formerly vested in the State of Indiana, held by any person, persons, or corporation, claiming to be the owner thereof, having paid the taxes and assessments of every kind, may be set at rest in the claimant as against any claim by the state.	20



19-9-403	Filed financing statement—Uniform Commercial Code	5
	Continuation statement.	5
19-9-408	Secretary of State—Uniform Commercial Code (After lapse or termination of any security interest represented by any file, index, or other record)	6*
	*in discretion of Secretary of State.	
19-9-409	County Recorder — Uniform Commercial Code (After lapse or termination of any security interest represented by any file, index or other record)	6*
	*in discretion of Recorder.	
27-2413	Lien of any ditch assessment (from last day after last payment became due)	5
36-1455	Special road assessments, township and county line roads (levy for cost, issuance and refunding of bonds and interest).	Perpetual
48-2115	Assessments of benefits—Eminent Domain Act 1st Class City (from date lien attaches).	5
48-2722	Street improvement bonds—Barrett Law—foreclosure (from time the right of action accrues)—Repealed by Acts 1967, Chapter 221, Sec. 31—(1967 48-4428 Legalizes prior actions).	5
48-4426	Barrett Law—Claim against general fund.	5
48-4411	Barrett Law—Unclaimed balances.	10
61-114	Auditor of State—lists of outstanding warrants or checks transmitted to auditor.	10
64-2059	Liability for taxes pursuant to Property Assessment Act of 1961 (from first Monday in May in year in which such taxes became due and payable)	10
64-2062	Lien of state on real property for all taxes levied (from first Monday of May in year in which such taxes became due and payable).	10
64-2266	Certificate of Sale—real property at tax sale—no evidence shall be admitted in any court to rebut presumptive evidence of.	4
64-2281	Execution of tax deed.	4

64-2613	Gross income tax warrant—judgment—from date of recording in clerk's office.	10
64-2716	Intangibles tax—unpaid tax—entered on tax duplicate.	Until Discharged By Payment
64-4101	State—any tax or excise due the state for which warrant is issued and recorded in judgment record of any county—after date of warrant.	10
64-4103	Alias warrant—extended lien as set out in 64-4101—after date of alias warrant.	10
52-1554e, f	Employment security warrant (no specific provision—See 64-4101)	
28-5150	Extra-curricular account records, not in excess of. (school corporations).	5



## PART V

### REQUEST AND APPROVAL FOR DESTRUCTION OF RECORDS

#### Request for Destruction

When records become eligible for destruction a request should be directed to the Secretary of the Commission of Public Records. To assist officials in submitting requests and to insure that a record of the action thereon becomes a part of the written records of the Commission, two suggested forms to be used for this purpose have been approved by the State Commission. The forms are designated as Form No. PR1 for use of local governmental agencies and Form No. PR2 for state agencies. A sample copy of each form will be found in the back of this pamphlet.

Form No. PR1 should be furnished to local governmental agencies by the County Commission of Public Records. The request should be prepared in quintuplicate, the original and three copies to be filed with the commission and a copy retained by the originating agency. After approval thereof by the commission, one copy shall be mailed by the secretary of the commission to the Director of the Indiana State Library, one copy furnished to the county historical society (if any), and the original and one copy retained in the files of the commission for a period of 60 days. After the period of 60 days has expired, during which time any active historical society of the county or the Indiana State Library may procure any of such records, the duplicate copy shall be forwarded to the agency submitting the request. This will then serve as authority for the agency to destroy or otherwise dispose of the records in keeping with the action of the commission as recorded therein.

Form No. PR2 will be furnished to state agencies by the Secretary of the State Commission on Public Records. All such requests are reviewed for records of historical value prior to action thereon by the State Commission.

The request for destruction of records may originate from any officer or employee but in all instances it should be approved by the head of the governmental unit or department. The request should contain information in sufficient detail to enable the commission to act intelligently on the request. If the records to be destroyed are numbered, the numbers thereof should be inserted in the appropriate column. The period covered should show the beginning and ending dates of each record.

In those agencies where no action has been taken to dispose of public records, officials are urged to cause a complete inventory to be taken of the office and any store rooms where records are preserved. The inventory should contain substantially the same information required by the request. Upon completion of inventory, it will then be a simple matter to prepare the form of request to be submitted to the commission.

No records may be destroyed or otherwise disposed of pending receipt of the approval of the commission.

### Transfer of Records

While many records can be destroyed at the end of the three-year period, others must be retained. When it becomes necessary for a state agency to remove its records, they may be transferred to the Records Center or State Archives. A request for transfer must be directed to the Secretary of the State Commission on Public Records. For the purposes of transfer, and at the same time conserving storage space, it is recommended that all files be placed in a No. 11 size box. This box may be purchased through the stationery store, State Office Building.

### Meetings and Actions by Commission

Each commission should meet annually to organize and should establish regular meeting dates for the transaction of business. If no regular meeting dates are fixed by the commission, the members of the commission should authorize the chairman or secretary to call meetings of the commission as the business of the commission might demand. It would seem desirable that regular meeting dates be fixed by the commission.

The decision as to the disposition or destruction of records rests entirely upon the commission. In making its decision the commission should inquire into the value of the records requested to be destroyed and determine if any of such records have historical or permanent value requiring that they be preserved in their original state or through the use of microfilm.

The reverse side of the approved request form contains space for recording the action of the commission. After action has been taken by a county commission, the secretary shall await a period of 60 days before forwarding the copy showing approval of the request to the governmental agency. If, during the 60-day period, an active historical society of the county or the Director of the Indiana State Library has notified the commission of its desire to procure any of the records approved for destruction, this should also be noted by the secretary on the request returned to the agency. A copy of any written notice received from the historical society or the Director of the Indiana State Library should be attached to the request returned to the agency.

All actions taken by the commission must be recorded in the minutes of the commission's proceedings. The minutes must show the date on which the order is entered and a general description of the public records which it orders to be destroyed, removed or transferred. (See Burns' 57-407 and 57-507)



## REQUEST FOR PERMISSION TO DESTROY OR TRANSFER CERTAIN PUBLIC RECORDS

DATE: \_\_\_\_\_

\_\_\_\_\_  
Governmental Agency

Check proper box below

Request to destroy ☐Request to microfilm  
and destroy ☐Request to transfer ☐

to \_\_\_\_\_

TO: SECRETARY, COMMISSION OF PUBLIC RECORDS

\_\_\_\_\_  
COUNTY, INDIANA

Name or Description of Record

Document or Record  
Numbers (if applicable)

Period Covered

All of the above records are more than three years old; all have been audited by the State Board of Accounts for the periods indicated, the report of the audit is on file and does not show any exceptions taken or unsettled charges.

Approved by \_\_\_\_\_ Requested by \_\_\_\_\_

\_\_\_\_\_  
Title\_\_\_\_\_  
Title

NOTE: PREPARE IN QUINTUPLICATE. The original and three copies shall be filed with the Commission and a copy retained by the originating agency. Upon approval by the Commission the Secretary shall forward one copy to the Director, Indiana State Library, one copy to the county historical society (if any), and retain the original and one copy for 60 days, during which time the records may be procured by an active historical society of the county or the Indiana State Library. Upon the expiration of 60 days the copy retained shall be forwarded to the agency, as authority to dispose of the records in accordance with the action thereon by the Commission. The original shall be preserved as a part of the minutes of the Commission.

## ACTION BY COMMISSION OF PUBLIC RECORDS

TO: \_\_\_\_\_  
 (Name of Governmental Agency)

You are hereby notified that your request to destroy or otherwise dispose of the public records listed thereon was approved by the commission of public records at a meeting held this date, subject to the following limitations or exceptions:

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Chairman \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
 Secretary

NOTIFICATION BY HISTORICAL SOCIETY OR  
 INDIANA STATE LIBRARY TO PROCURE RECORDS

You are further notified that:

- (1) No written statement has been received from an historical society or the Indiana State Library to procure any of such records. ☐
- (2) A written statement has been received from \_\_\_\_\_ ☐  
 \_\_\_\_\_  
 of its intent to procure the following public records:

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Secretary \_\_\_\_\_



## REQUEST FOR PERMISSION TO DESTROY OR TRANSFER CERTAIN PUBLIC RECORDS

State Office, Department, or Commission

DATE: \_\_\_\_\_

Check proper box below:

Address

Request to Destroy ☐Request to Microfilm ☐ and Destroy

TO: SECRETARY, STATE COMMISSION ON PUBLIC RECORDS  
140 North Senate Avenue  
Indianapolis, Indiana 46204

Request to Transfer ☐

[illegible]

All of the above records are more than three years old; all have been audited by the State Board of Accounts for the periods indicated, the report of the audit is on file and does not show any exceptions taken or unsettled charges.

Approved By \_\_\_\_\_ Requested By \_\_\_\_\_

Title

Title

NOTE: PREPARE IN TRIPLICATE. The original and one copy shall be filed with the Commission and a copy retained by the originating agency. Upon approval by the Commission the Secretary will retain the original and will forward the copy to the agency, as authority to dispose of the records in accordance with the action thereon by the Commission. The original shall be preserved as a part of the minutes of the Commission.

## ACTION BY STATE COMMISSION ON PUBLIC RECORDS

TO: \_\_\_\_\_  
(Name of Governmental Agency)

You are hereby notified that your request to destroy or otherwise dispose of the public records listed thereon was approved by the commission of public records at a meeting held this date, subject to the following limitations or exceptions:

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Dated this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

\_\_\_\_\_  
Secretary



#### NOTE

Any state or local public official may obtain a copy of this pamphlet by writing to the Secretary, State Commission on Public Records, 140 North Senate Avenue, Indianapolis, Indiana 46204. A supply may also be obtained by any County Commission of Public Records for distribution to local governmental agencies.

